

Office Assistant II

**Michigan Supreme Court
State Court Administrative Office
Office of Dispute Resolution
Salary Range: \$30,956.04 to \$39,170.88**

SECOND POSTING

This is the second posting for this position. Candidates who have previously applied for this position need not reapply.

Candidates selected for interview will be required to provide samples of their work in Word, Excel, and Access. In addition, each candidate interviewed will be required to complete a short exercise using Word and Excel (30 to 45 minutes).

Duties:

Responsibilities of the position of Office Assistant II in the Office of Dispute Resolution (ODR) include, but are not limited to the following:

1. Provide administrative support to the ODR.
2. Draft, type, and proof various documents including, correspondence, reports, charts, graphs, spreadsheets, etc.
3. Follow the style and grammar guidelines defined by the State Court Administrative Office (SCAO); edit document content and formatting to adhere to the SCAO protocol.
4. Log, record, and enter data received from trial courts and grant recipients as it pertains to quarterly, annual, and statistical reports.
5. Oversee logistical process of event management including: preparing and sending announcements; processing registrations; coordinating with lodging, catering, and facility vendors; preparing event materials; liaise between SCAO departments, ODR staff, trainers, participants, and other involved parties; audit invoices and travel vouchers to insure they are within the approved limits; and prepare discretionary purchase authorizations.
6. Maintain division paper and electronic files and information database within the terms of the records retention report.
7. Work directly with the public and grant recipients to manage questions or route to an appropriate staff member. Process materials requests from public and private agencies.
8. Receive electronic files and prepare summaries of financial and statistical information for review by the Financial Analyst.
9. Receive electronic submissions of quarterly statistics from grant recipients, process, and import into proprietary software. Check criteria accuracy and print final reports for review by the department Director and Financial Analyst.
10. Contact and coordinate with contracted developer application issues that arise with proprietary software.

Location:

Michigan Hall of Justice, Lansing, Michigan

Education and Experience:

This position requires, in addition to the knowledge and skills normally acquired through a general high school education, specialized or technical training which is generally gained through seminars, workshops, or related activities and which cumulatively is viewed as equivalent to 12 credits or less of college level training in office administration or related areas.

This position also requires two or more years in a support staff position involving advanced, comprehensive experience in word processing, desktop publishing, database management, and spreadsheet applications.

The ideal candidate will be proficient with word processing and spreadsheet applications. Knowledge of database structure rather than strictly offering data processing a plus. The candidate should also have a strong understanding of the English language, grammar, and spelling in order to effectively edit department documents and correspondence. Knowledge of web design is a plus. ODR is looking for a candidate with a willingness and interest in continuing education through onsite trainings. A self-disciplined, motivated, and engaged individual will be an ideal candidate for this position.

Email preferred to benedictm@courts.mi.gov, or mail cover letter and résumé by February 15, 2006. Please include a cover letter and resume in Word, Word Perfect, or Adobe Acrobat and indicate it is for the Office Assistant II position in the Office of Dispute Resolution. In the alternative, you may mail a cover letter and resume to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, Michigan 48913

Items mailed will not be considered if received after 5:00 p.m. on February 15, 2006.

AN EQUAL OPPORTUNITY EMPLOYER